

FINANCIAL SPECIALIST

Job Overview

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Financial Specialist. The Financial Specialist, under the direction of the Institute's Financial Manager, is responsible for collecting financial information, tracking expenses, and solving accounting issues for all Institute funds including gifts, contracts, state funds, and grants.

Buffett Early Childhood Institute Profile

Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute (<https://buffettinstitute.nebraska.edu>) is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. A long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university-, state-, and nation-wide, but the location of the Institute administration is in Omaha. This position will work primarily out of the Omaha office.

Job Responsibilities

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related instructions as requested. This list describes major responsibilities to support the Buffett Institute by aligning editorial content strategy and writing to the Institute goals:

- Develops, compiles, tabulates, analyzes, and interprets financial data from accounting documents and systems to assist administration of Institute funds, including gifts, contracts, state funds, and grants.
- Monitors grant expenditures to ensure they are allowable and reasonable and comply with the granting agency's regulations, state and university policies, and Institute budget authority procedures.
- Maintains and updates records on disbursement of funds and ensures all payment receipts are secured.
- Develops reports based on federal and state laws, rules, regulations, and standards to ensure compliance and efficient and timely operations in accordance with internal control practices, accounting principles and concepts and advise administration of concerns.
- Maintains the schedule of reporting for all programs and assists Financial Manager in the preparation, filing and dissemination of related budget, financial, and effort reports and associated

documentation.

- Performs special projects when they are requested and involve the financial management of Institute funds.
- All other duties as assigned to ensure a positive public image and improve organization functions.

Required Qualifications

- Bachelor's degree and three (3) years of fund accounting experience
- Computer skills with proficiency in Microsoft Office suite: Word, Excel, Outlook
- Demonstrated attention to detail and excellent communication skills

Preferred Qualifications

- Educational courses in accounting, finance, or business administration
- Fund accounting experience in a university setting
- Demonstrated knowledge of government regulations related to federal programs and financial reports for gifts, contracts, state funds, and grants
- Large integrated financial system experience
- Knowledge of the University of Nebraska's accounting, grant management system and support structure

Ideal candidates will demonstrate excellent independent judgment and analytical skills; strong interpersonal skills; a track record of timely completion of projects and the ability to responsibly manage competing priorities; success in collaboration with distributed resources and/or project teams; and commitment to the ideals of a major public research university.

An equivalent combination of education and experience from which comparable knowledge is acquired may be considered.

How to Apply

Applications are processed online at <https://careers.nebraska.edu>. Follow instructions to complete the Application Profile. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu. Direct questions about the online application process to: (402) 472-3701.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation or protected veteran status.

ADDENDUM FOR FINANCIAL SPECIALIST

Competencies

- Nature/Complexity of Work
The work can be very complex and depends primarily on the organizational skills and accounting abilities of the individual as well as the types of assignments they are assigned. The quantitative skills such as business accounting, finance, grant management, management information systems,

mathematics can be difficult, but the systems available to track and report data are helpful. The individual must have an ability to address multiple requests; possess a strong attention to detail, accuracy, professional discretion, and sensitivity to confidential information; have a record of effective teamwork with others; and possess exceptional time management skills.

- **Problem-Solving/Decision-Making**
This position requires independent judgement and self-direction to complete tasks assigned, determine the tools and approach to be used in developing analyses and uses judgment in determining the degree to which detail and information is needed to adequately respond to a request. The individual in the position uses their own discretion as to when and how to coordinate with others regarding business transactions.
- **Strategic Input**
The impact of errors is far-reaching. Errors in financial analysis, budget projections and reporting will adversely affect the business affairs at the University of Nebraska. This individual is required to be proficient and conscientious when representing the Buffett Institute and the University of Nebraska. Administrative review is often necessary before information is released by this position, but the responsibility for error-free detail supporting analytical information rests with the employee.
- **Know-How**
Thorough knowledge of accounting theories, practices, regulations, and financial concepts is required. This position demands the ability to take initiative, operate independently and also as a member of a team, exercise judgment to seek supervision and/or input from others when necessary, and be able to thrive in a fast-paced, multi-tasking environment. One should demonstrate competencies in excellent interpersonal skills with strong orientation toward diplomacy, tact, compassion, collaboration, and teamwork. Individual should possess exceptional communication skills (verbal, writing, editing, and proofreading) and be organized, detail-oriented and accurate. Ability to manipulate large amounts of information for planning and/or analysis activities and communicating findings to users is essential. Must follow state and federal law, comply with fiscal and budget reporting guidelines, university policy, and approved methodologies for tracking and reporting information.
- **Technical Skills**
This position demands technology proficiency, with a willingness to learn and use new technologies relating to (but not limited to) financial, budget and document management. This position requires use and knowledge of SAP, NUFFO and other data tracking systems and the ability to explain, verbally and in written form, to end users how figures are collected and analyzed. Proficient knowledge of Microsoft Office software is required, including the ability to use multiple worksheets, pivot tables, charts, and formulas. Adobe software knowledge for converting pdf documents to word documents and vice versa is essential.
- **Interactions**
This position will work extensively with all staff at the Institute, University of Nebraska's Office of the President, University of Nebraska Foundation, campus representatives, other affiliate offices, and local, state and federal entities. Must have the ability to work as a member of a team, as well as independently, in a complex environment, and with respect for confidential and sensitive

information. This position typically obtains and provides information according to prescribed business and finance practices.

- **Supervision**

This position reports to the Financial Manager. This position exercises no supervision over other staff but provides financial guidance to other co-workers.

General Information

Job Family: Admin and Business Operations

Job Code: 49243321

FLSA: Non-exempt

Position Number: 186

Org. Unit Number: 50008150 (BECI)

Physical Requirements and Work Conditions

The physical requirements and work conditions described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at the workplace is critical. While performing the duties of this job, the employee is routinely required to have vision for up close and far away, talk, hear, sit, and use hands to touch, feel, handle, and operate routine office equipment. The employee is occasionally required to stand, walk, climb stairs, bend, reach, twist, and lift, carry, or move up to 15 pounds. The employee is required to occasionally travel to and participate in meetings and conferences that may require the ability to drive a motor vehicle or stay overnight.

The noise level in the work environment is usually moderate, and there are frequent interruptions as the Institute staff conduct business in cubicles, walled office space, and conference rooms.